

VALE OF ALLEN PARISH COUNCIL

29 January 2018

Dear Councillor

You are summoned to attend a Meeting of the Vale of Allen Parish Council to be held:

Date: 5 February 2019

Time: 7:30pm

Venue: Hinton Martell Village Hall

to transact the following business:

AGENDA

- 1. To receive apologies for absence**
- 2. Declarations of interest in matters on this agenda**
- 3. Dispensations to participate in a meeting**
- 4. Public participation session** (Standing Orders Suspended) an opportunity for members of the public to raise issues of concern or interest
- 5. To approve and adopt the minutes of the parish council meeting** – held on Tuesday 8 January 2019 (pages 1306 – 1310)
- 6. Matters arising from the minutes** – for information only
- 7. County councillor's and district councillors' reports**
 - (a) Cllr Mr S Butler
 - (b) Cllr Mr S Tong
- 8. Parish clerk's report** – see attached list
- 9. Planning applications for consideration** – see attached list
- 10. EDDC planning decisions** – see attached list
- 11. Other planning matters**
- 12. Financial matters**
 - a. Approval and signing of invoices for payment – see attached list
 - b. Data Protection – as a registered Data Controller with the Information Commissioners Office (aka ICO), the Vale of Allen pays an annual fee by direct debit (previous Clerk set up). The fee was collected in January - £40. Members ask asked to note this payment has been made as it is outside the 'usual' payment route. Paperwork available to view with the current certificate.
 - c. Bank update
 - d. VAT update
 - e. Internal Audit action plan – update
 - f. Review of VoAPC assets
 - g. Burial Fees etc – 2019 Parochial fees announced
- 13. Burial Ground Applications** – for decision
- 14. Correspondence**
- 15. Matters of information**

Yours sincerely

Ian Hanstead

Parish Clerk

The Willows, Gussage St Michael, Wimborne, BH21 5HX 01258 840634 voapc@outlook.com

Item 8 – Parish Clerk’s Report

- a. **Website** - Notification of Future Diary Dates for the website
- b. **DAPTC Training** – AGM – Cllr Wathen attending with Clerk.
- c. **Complaints Procedure** – draft for discussion
- d. **Expenses Policy** – draft for discussion
- e. **Records and Retention Policy** – draft for discussion
- f. **Employment Contract** – for Parish Clerk for discussion
- g. **Health and Safety Policy** – draft for discussion
- h. **Risk Assessments** – Manual Handling and Display Screen Equipment – drafts for discussion
- i. **Self-Assessment** – review
- j. **Burial application form** – revision draft
- k. **Memorial application form** – revision draft for comment
- l. **Witchampton PCC liaison meeting** – set for 7 February. Any items members would like to be raised?

Item 9 EDDC Planning Applications for Consideration

Application No:	Location	Proposal	Type
3/18/3298	Hazelwood Cottage, Hinton Martell	Alterations to outbuilding and retention as ancillary residential accommodation incidental to the main dwelling house	HOU
3/18/3036	Horseshoes Farm, Holt	Demolish the existing property and cow shed and erect two replacement properties together with the formation of a new vehicular access, following the closing up of the existing access (as amended by plans rec'd 15.1.19)	FUL
3/18/3479	Land at Pipers Hill To the south of lane from Hill House access to junction with C24 and south west of The Elms Uppington Hinton Martell	Conversion of existing barn to dwelling house and replacement of existing outbuildings with single storey ancillary residential accommodation	FUL
3/18/33518	Linden Lea, Witchampton	Use of land at Rose Lea as part of garden for Linden Lea to provide off road parking area for Linden Lea and new vehicular access onto pound Hill at Linden Lea	FUL

Item 10 EDDC Planning Decisions

Application No:	Location	Proposal	Decision
None			

Item 11 Other Planning Matters

Application No:	Location	Proposal	Decision
None			

Item 12 Financial Matters:

a. Payments for authorisation

	Details	Amount (£)	V.A.T	Payment Total	Cheque No:
1	Ian Hanstead – Clerk’s salary Feb	473.26	0.00	473.26	981
2	Witchampton Village Hall – hire 2018	50.00	0.00	50.00	982
3	James Campbell - expenses	50.00	0.00	50.00	983
	Total	573.26	0.00	573.26	

Cheques over £100 issued

	Details	Amount (£)	V.A.T	Cheque Total
1	Citizens Advice (East Dorset)	100.00	0.00	100.00
2	Dorset and Somerset Air Ambulance	100.00	0.00	100.00
3	Ian Hanstead – Clerk’s salary Jan and qtr 3 expenses	813.65	0.00	813.65
4	DAPTC	246.41	0.00	246.41

- c. Bank issues update – additional signatory, change of correspondence address, on-line banking
- d. VAT reclaim update – claim completed and posted 15 January following TSB bank statement received in new Clerk’s address
- e. Internal Audit feedback – half year 2018/19

13. Burial Ground Applications

Type	Ref	Details for consideration
Internet of ashes	2019/01	Mr HB ,Manswood
Interment of ashes	2019/02	Mr AA Manswood and Witchampton
Interment of ashes	2019/03	Mrs JH Witchampton

14. Correspondence

- a. Dorset and Somerset Air Ambulance – detailed letter thanking VoAPC for their donation
- b. Citizens Advice East Dorset – thanking VoAPC for their donation
- c. Savills – Witchampton development
- d. Shaping Dorset Jan newsletter (previously circulated)